

Subsidized Guardianship

Continued Eligibility and Related Notices & Decisions

Note: An open Subsidized Guardianship case for a child is needed before continued eligibility and related notices and decisions can be documented.

Note: Primary Assignment to the case is needed in order to receive Subsidized Guardianship Ticklers.

Introduction

After a Subsidized Guardianship is established for a child, worker case assignment is necessary to comply with continued program eligibility determination(s) as outlined in policy.

This guide addresses:

- Annual Review Notification Process
- Subsidized Guardianship Eligibility Suspensions & Terminations
- Making a Subsidized Guardianship Determination as Made in Error
- Other Subsidized Guardianship Notices and Decisions
- Documenting Determination Types for a Child Over 18 and Child Over 19
- Printing from the AA/SG Eligibility Notices and Decisions Utility

About Subsidized Guardianship Related Notices & Decisions

Subsidized Guardianship documents for continued eligibility generally fall into the following types: documents requesting information from the guardian(s), documents notifying the guardian(s) of a potential or impending impact on program eligibility, and documents notifying the guardian(s) of a decision or event that has impacted eligibility.

These documents are created by eWiSACWIS overnight processing that generates the document and related tickler for the primary assigned worker, or by manually inserting and printing a document from Notices and Decisions Template History tab of the child's Subsidized Guardianship Eligibility record.

Documents can be printed from the Notices and Decisions Template History tab of the child's Subsidized Guardianship Eligibility or via the AA/SG Eligibility Notices and Decisions on the Utilities menu.


Related Quick Reference Guides:

Reopening a Subsidized Guardianship Agreement Ended in Error
Subsidized Guardianship Amended Agreement
Subsidized Guardianship Initial Determination & Case Creation
Tickler Creation and Removal Information

Annual Review Notification Process

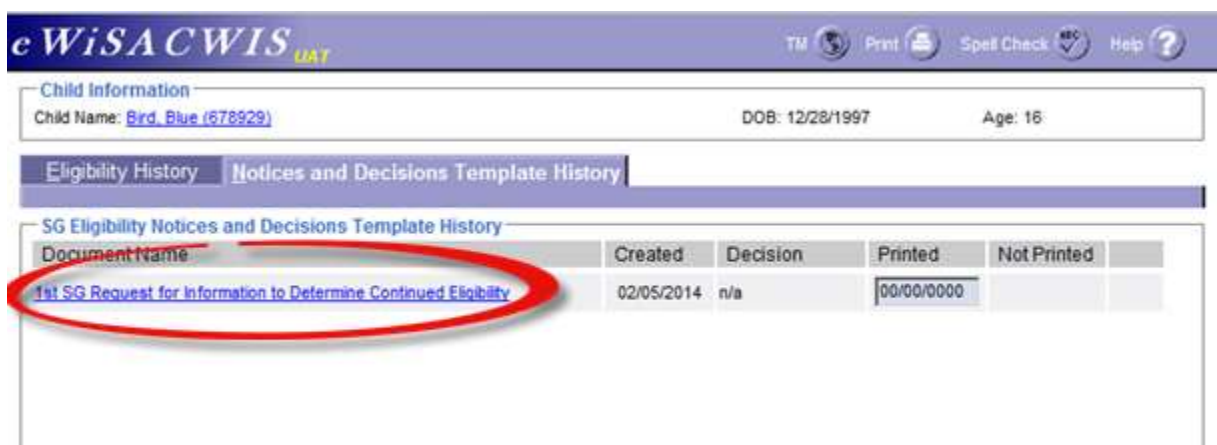
The annual review date begins one year after the hearing date that granted Subsidized Guardianship. A tickler is generated to indicate when a Subsidized Guardianship Request for Information to Determine Continued Eligibility needs to be sent to the guardian(s).

1. The primary assigned worker will receive a Tickler to send a 1st Subsidized Guardianship Request for Information to Determine Continued Eligibility 60 days prior to the Annual Review date. If the Annual Review information has not been entered, a second Tickler for a 2nd Subsidized Guardianship Request for Information to Determine Continued Eligibility will be generated 30 days prior to the Annual Review due date. Click the hyperlink directly from the desktop under the Ticklers section to access the child's Subsidized Guardianship Eligibility page.

 Bird, Blue (8151541) 02/01/2014

 [Subsidized Guardianship 1st Request - Continued Eligibility \(8001678\) 02/01/2014 -- Due 19 days ago](#)

2. On the Subsidized Guardianship Eligibility page, select the Notices and Decisions Template History tab. Click the hyperlink in the Document Name column to launch the template.



The screenshot shows the eWiSACWIS UAT interface. At the top, there's a header with the logo and navigation links. Below that, a 'Child Information' section displays 'Child Name: Bird, Blue (878929)', 'DOB: 12/28/1997', and 'Age: 16'. The main area has two tabs: 'Eligibility History' and 'Notices and Decisions Template History'. The second tab is selected. Below the tabs is a table titled 'SG Eligibility Notices and Decisions Template History'. The table has columns: 'Document Name', 'Created', 'Decision', 'Printed', and 'Not Printed'. The first row of the table is circled in red and contains the text '1st SG Request for Information to Determine Continued Eligibility', '02/05/2014', 'n/a', '00/00/0000', and an empty cell.

Document Name	Created	Decision	Printed	Not Printed
1st SG Request for Information to Determine Continued Eligibility	02/05/2014	n/a	00/00/0000	

3. Information for the SG case prefills into the template. Print the template and click Save and Return to eWiSACWIS.

4. Enter the date printed in the Printed field and click Save.

Subsidized Guardianship Eligibility - Windows Internet Explorer

eWiSACWIS UAT

Child Information

Child Name: [Bird, Blue \(678929\)](#) DOB: 12/28/1997 Age: 16

Eligibility History Notices and Decisions Template History

SG Eligibility Notices and Decisions Template History

Document Name	Created	Decision	Printed	Not Printed
1st SG Request for Information to Determine Continued Eligibility	02/05/2014	n/a	02/10/2014	

Enter a date.
mmddyyyy or mm/dd/yyyy

☐ View Not Approved/Made in Error

Insert Save Close

100%

Note: Subsidized Guardianship documents can also be created by inserting a new row, selecting the appropriate template from the drop-down in the Document Name field and saving the page. Once the page has been saved, a link to the inserted document will be available, allowing you to launch the new document.

Note: Subsidized Guardianship documents can also be printed from the AA/SG Eligibility Notices and Decisions page launched from the Utilities menu.

Documenting an Annual Review Determination or a Change in Circumstance(s)

Note: Annual Reviews should be entered **no more than 60 days prior** to the Annual Review due date. Those entered more than 60 days prior will not be recognized and payment will be suspended.

Note: A Change in Circumstance can be entered at any time and does not generate a tickler.

1. To enter returned documentation for an Annual Review, click on the associated tickler hyperlink or the Subsidized Guardianship Eligibility hyperlink from the outliner. This opens the child's Subsidized Guardianship Eligibility page.

 [Bird, Blue \(8219541 \)](#) [Actions](#)

Subsidized Guardianship 12/01/2008 Epple, Lisa Milwaukee-Region 3 123 Robin Egg St , Milwaukee, WI 12345

 Administration

 Adoption

 Agreements and Notices

 [Images \(1\)](#)

 [Subsidized Guardianship Agreement - \\$733.00](#)
12/01/2008 Bird, Blue

 [Refri to OHC Child Characteristics/Needs](#)
08/06/2009 Bird, Blue

 [Refri to OHC Child Characteristics/Needs](#)
08/06/2009 Bird, Blue

 Assets and Income

 Assignment

 Eligibility

 [Adoption Funding Determination 08/06/2009 Bird, Blue State](#)

 [Medicaid Eligibility Determination 04/28/2009 Bird, Blue Approved](#)

 [Subsidized Guardianship Eligibility 12/01/2008 Bird, Blue Eligible](#)

 [Title IV-E Eligibility Determination 07/02/2004 Bird, Blue](#)

 [Title IV-E Eligibility Determination 06/18/1999 Bird, Blue](#)

 [Trust Account-General Bird, Blue Milwaukee](#)

 Related People

 Services

Open Services

 [Service - Subsidized Guardianship](#)

2. Click Insert on the Eligibility History tab to open a new Subsidized Guardianship Eligibility Determination page.

Subsidized Guardianship Eligibility - Windows Internet Explorer

eWiSACWIS UAT TM Print Spell Check Help ?

Child Information
Child Name: [Bird, Blue \(678929\)](#) DOB: 12/28/1997 Age: 16

Eligibility History Notices and Decisions Template History

History

Date	Type	Eligibility Status	Override Decision	Decision Date
------	------	--------------------	-------------------	---------------

☐ View Not Approved/Made in Error

100%

3. Select Annual Review [or Change in Circumstance(s)] from the Type of Determination drop-down. Enter a date in the Effective Date field.

Subsidized Guardianship Eligibility Determination -- Webpage Dialog

eWiSACWIS UAT

Child Information
 Child Name: Bird, Blue (678929) DOB: 12/28/1997 Age: 16

Type of Determination: Annual Review Effective Date: 02/10/2014 Eligibility Status: Pending

Annual Review

Question 1:
☐ Yes ☒ No Has the family's address changed? If yes, indicate the date of the change.

Question 2:
☐ Yes ☒ No Has there been a change in the child's guardian? If yes, indicate the date of the change.

Question 3:
☐ Yes ☒ No Has the guardian stopped supporting the child or has legal responsibility for the child ended? If yes, indicate the date of the change.

Question 4:
☐ Yes ☒ No Has the child graduated, completed, or dropped out from a full-time K-12 educational program or its equivalent? If yes, indicate the date of the change.

Question 5:
☐ Yes ☒ No Has the child been removed from the care of the guardian(s) and placed into out-of-home care? If yes, indicate the date of the change.

Question 6:
☐ Yes ☒ No Has there been a change in health insurance benefits? If yes, indicate the date of the change.

Question 7:
☐ Yes ☒ No Has the guardian submitted a written request to terminate the Subsidized Guardianship Agreement? If Yes, indicate the date the documentation was received and requested date of termination.

Options: Approve Go Save Close

4. Make the appropriate Yes or No selection for each question. When a question is answered Yes, a Date field will be displayed beside that question and is required. Also, depending on the question you may be prompted to enter additional information.

Question 4:
☒ Yes ☐ No Has the child graduated, completed, or dropped out from a full-time K-12 educational program or its equivalent? If yes, indicate the date of the change.

Has the child: ☐ Graduated ☐ Completed high school equivalent program ☒ Dropped out

Date: 00/00/0000

5. Once all of the questions have been answered, click the Save. The Eligibility Status will be updated to 'Continue Payment', 'Suspend Payment', or 'Terminate.'

Note: If the Eligibility Status is 'Suspend Payment' or 'Terminate' see the Subsidized Guardianship Suspensions and Terminations sections of this guide for more information.

6. The determination can now be approved. Select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button and click Continue. You are returned to the Subsidized Guardianship Eligibility Determination page. Click Save to send the determination for approval to your supervisor.

- Click Close to return to the Subsidized Guardianship Eligibility page.

Subsidized Guardianship Eligibility - Windows Internet Explorer

eWiSACWIS UAT TM Print Spell Check Help

Child Information

Child Name: [Bird, Blue \(678929\)](#) DOB: 12/28/1997 Age: 16

Eligibility History **Notices and Decisions Template History**

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
12/01/2008	Initial	Eligible			View
02/10/2014	Annual Review	Continue Payment			View

☐ View Not Approved/Made in Error

[Save](#) [Close](#) [Insert](#)

100%

- Click Close to return to the desktop.

Subsidized Guardianship Eligibility Suspensions

There are two ways Subsidized Guardianship Eligibility can be suspended:

- If the determination of the Eligibility Status is 'Suspend Payment' based on responses entered on an approved Annual Review or Change in Circumstances

OR

- If an annual review was not completed by the Annual Review due date and both 1st & 2nd Requests for Information to Determine Continued Eligibility have been generated and printed. Subsidized Eligibility is suspended by a weekly overnight process with a determination of 'Annual Review Not Returned.'

Subsidized Guardianship Eligibility Determination -- Webpage Dialog

eWiSACWIS UAT TM Print Spell Check ABC Help ?

Child Information

Child Name: [Bird, Kid \(9543083\)](#) DOB: 04/07/2008 Age: 5

Type of Determination: **Annual Review** Effective Date: **02/18/2014** Eligibility Status: **Suspend Payment**

Annual Review

Question 1:
☐ Yes ☒ No Has the family's address changed? If yes, indicate the date of the change.

Question 2:
☐ Yes ☒ No Has there been a change in the child's guardian? If yes, indicate the date of the change.

Question 3:
☒ Yes ☐ No Has the guardian stopped supporting the child or has legal responsibility for the child ended? If yes, indicate the date of the change. Date: **02/11/2014**

The child is: ☐ Deceased ☐ Married ☐ Entered the Military ☒ No longer living with you

Question 4:
☐ Yes ☒ No Has the child graduated, completed, or dropped out from a full-time K-12 educational program or its equivalent? If yes, indicate the date of the change.

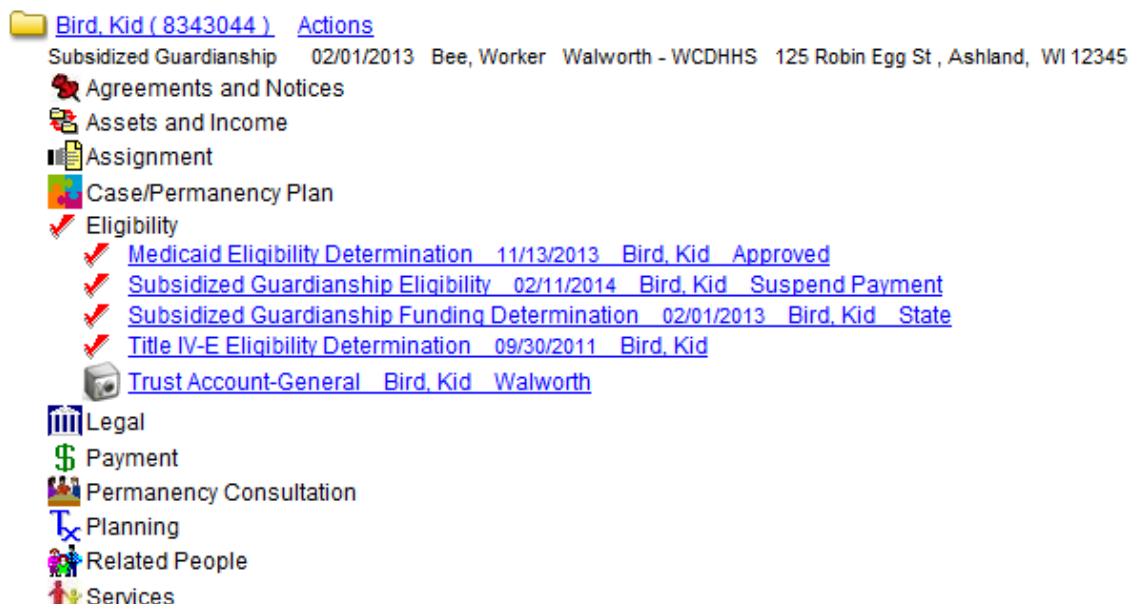
Question 5:
☐ Yes ☒ No Has the child been removed from the care of the guardian(s) and placed into out-of-home care? If yes, indicate the date of the change.

Question 6:
☐ Yes ☒ No Has there been a change in health insurance benefits? If yes, indicate the date of the change.

Question 7:
☐ Yes ☒ No Has the guardian submitted a written request to terminate the Subsidized Guardianship Agreement? If Yes, indicate the date the documentation was received and requested date of termination.

Options: **Go** **Save** **Close**

1. When 'Suspend Payment' is a determination entered by a worker, the outlier is immediately updated. However, tickler generation and payment are not affected until supervisory approval of the decision.



2. Overnight eWiSACWIS processing identifies Subsidized Guardianships with an approved Eligibility Status of 'Suspend Payment' and creates the following tickler for the primary assigned worker. To print the template, click the associated tickler hyperlink to access the child's Subsidized Guardianship Eligibility page.



- From the Notices and Decisions Template History tab, click the document hyperlink to open the template.

The screenshot shows the eWiSACWIS UAT web application in a Windows Internet Explorer browser. The page title is "Subsidized Guardianship Eligibility - Windows Internet Explorer". The application header includes the eWiSACWIS UAT logo and navigation links: TM, Print, Spell Check, and Help. Below the header, there is a "Child Information" section with fields for "Child Name: Bird_Kid (9543083)", "DOB: 04/07/2008", and "Age: 5". The main navigation bar has two tabs: "Eligibility History" and "Notices and Decisions Template History", with the latter being the active tab. Below the tabs, there is a section titled "SG Eligibility Notices and Decisions Template History" containing a table with the following data:

Document Name	Created	Decision	Printed	Not Printed
Notice of Subsidized Guardianship Suspension or Termination	02/20/2014	n/a	00/00/0000	

Below the table, there is a button labeled "Opens selected Document".

- The template prefills guardian, child, and suspension information. Print the template and click Close & Return to eWiSACWIS to return to the Subsidized Guardianship Eligibility page.

The screenshot shows a Microsoft Word document titled "15897695.0.rtf [Read-Only] [Compatibility Mode] - Microsoft Word". The document is a pre-filled form titled "Notification of Subsidized Guardianship Suspension or Termination". The form includes the following information:

Use of form: This form is used to notify guardians of their child's suspension or termination of payments. Personally identifiable information on this form is used to verify the information necessary for providing benefits and will be used only for this purpose.

Provide Guardian's Names and Address Below:

SUBGUARDIAN, SUSIE
123 ROBIN EGG ST
ASHLAND WI 12345

Today's Date: 02/25/2014

Child Information

Name: Bird_Kid
Birthdate: 04/07/2008
18th Birthdate: 04/07/2026
Case ID Number: 8343044

This notice is to inform you that the subsidized guardianship agreement and monthly payment has been ☒ suspended ☐ terminated effective 02/11/2014 due to one or more of the following reason(s):

☐ The terms of the agreement have been reached, the child is now an adult.
☐ The guardian has requested a termination of the subsidized guardianship agreement.
☐ The guardianship is requested.

The document footer shows "Page: 1 of 1" and "Words: 394".

- On the Notices and Decisions Template History tab, the Date Printed will default to today's date. Verify the date and click Save. Saving the printed template will delete the associated tickler.

The screenshot shows the 'eWiSACWIS UAT' application in a Windows Internet Explorer browser. The 'Child Information' section at the top displays 'Child Name: Bird, Kid (9543083)', 'DOB: 04/07/2008', and 'Age: 5'. Below this, the 'Notices and Decisions Template History' tab is selected. The 'SG Eligibility Notices and Decisions Template History' section contains a table with the following data:

Document Name	Created	Decision	Printed	Not Printed
Notice of Subsidized Guardianship Suspension or Termination	02/20/2014	n/a	02/25/2014	

- Weekly financial overnight processing identifies Subsidized Guardianships with approved eligibility statuses of 'Suspend Payment' and sets the rate to \$0.00.

The screenshot shows the 'eWiSACWIS UAT' application in a Windows Internet Explorer browser. The 'Child' section at the top displays 'Child: Bird, Kid (9543083)', 'Case Name: Bird, Kid (8343044)', and 'Request Number:'. Below this, the 'Service' tab is selected. The 'Service Information' section contains the following fields:

- County: Walworth
- Service Begin: 02/01/2013
- Service End: 00/00/0000
- Service Category: Subsidized Guardianship
- Service Type: Subsidized Guardianship
- Service Detail: Subsidized Guardianship
- Child Specific Costs: \$0.00 per month (circled in red)
- Current Basic Rate:
- Costs > Spending Limit: \$0.00
- Current Monthly Payment: \$0.00

At the bottom of the form, there is an 'Options:' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons. A 'Rate History' link is also visible next to the 'Child Specific Costs' field.

- The Subsidized Guardianship Agreement and service remain open. If appropriate information is returned and recorded (e.g. Annual Review, Change in Circumstances) and the determination is 'Continue Payment', payments will resume.

Add a note about date payment restarts....

Subsidized Guardianship Eligibility Terminations

There are two ways Subsidized Guardianship Eligibility can be terminated:

- a) If the determination of the Eligibility Status is 'Terminate' based on responses entered on an approved Annual Review, Change in Circumstances, Child Over 18, or Child Over 19

OR

- b) If the determination of the Eligibility Status is 'Terminate' due to inserting a Type of Determination of 'Guardian Failed to Respond to Annual Review'.

The screenshot shows a web application window titled "Subsidized Guardianship Eligibility Determination -- Webpage Dialog". The application is "eWiSACWIS UAT". The top navigation bar includes links for "TM", "Print", "Spell Check", and "Help".

Child Information

Child Name: [Bird, Kid \(9543083\)](#) DOB: 04/07/2008 Age: 5

Type of Determination: **Change in circumstance(s)** Effective Date: **02/24/2014** Eligibility Status: Terminate as of 02/17/2014

Change in circumstance(s)

Question 1:
☐ Yes ☒ No Has the family's address changed? If yes, indicate the date of the change.

Question 2:
☒ Yes ☐ No Has there been a change in the child's guardian? If yes, indicate the date of the change. Date: **02/17/2014**

☐ Due to guardian's death/incapacitation ☒ Other (explain below):

Explain...
[More...](#) [Less...](#) [Default](#)

Question 3:
☐ Yes ☒ No Has the guardian stopped supporting the child or has legal responsibility for the child ended? If yes, indicate the date of the change.

Question 4:
☐ Yes ☒ No Has the child graduated, completed, or dropped out from a full-time K-12 educational program or its equivalent? If yes, indicate the date of the change.

Question 5:
☐ Yes ☒ No Has the child been removed from the care of the guardian(s) and placed into out-of-home care? If yes, indicate the date of the change.

Question 6:

Options: [Go](#) [Save](#) [Close](#)

a) Terminations resulting from Subsidized Guardianship Eligibility determination responses:

1. When an Eligibility Status determination is 'Terminate', an 'as of date [MM/DD/YYYY]' will appear directly after. The date is calculated by the earliest event that terminates the agreement recorded on the page.

Subsidized Guardianship Eligibility Determination -- Webpage Dialog

eWiSACWIS UAT TM Print Spell Check Help

Child Information
Child Name: [Bird, Kid \(9543083\)](#) DOB: 04/07/2008 Age: 5

Type of Determination: Effective Date: Eligibility Status: Terminate **as of 02/17/2014**

Change in circumstance(s)

Question 1:
☐ Yes ☒ No Has the family's address changed? If yes, indicate the date of the change.

Question 2:
☒ Yes ☐ No Has there been a change in the child's guardian? If yes, indicate the date of the change. Date:
☐ Due to guardian's death/incapacitation ☒ Other (explain below):

[More...](#) [Less...](#) [Default](#)

Question 3:
☐ Yes ☒ No Has the guardian stopped supporting the child or has legal responsibility for the child ended? If yes, indicate the date of the change.

Question 4:
☐ Yes ☒ No Has the child graduated, completed, or dropped out from a full-time K-12 educational program or its equivalent? If yes, indicate the date of the change.

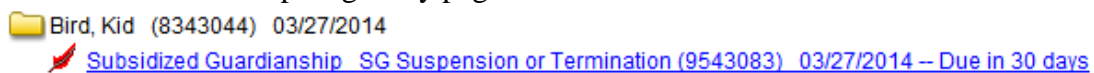
Question 5:
☐ Yes ☒ No Has the child been removed from the care of the guardian(s) and placed into out-of-home care? If yes, indicate the date of the change.

Question 6:
Options:

2. When 'Terminate' is saved as the determination, the outlier is immediately updated. However, tickler generation and payment are not affected until supervisory approval of the decision.



3. Overnight eWiSACWIS processing identifies Subsidized Guardianships with an approved Eligibility Status of 'Terminate' and creates the following tickler for the primary assigned worker. To print the associated template, click the tickler hyperlink to access the child's Subsidized Guardianship Eligibility page.



Continue to Printing the Notice of Subsidized Guardianship Suspension or Termination of this section.

b) Terminations resulting from a Subsidized Guardianship Eligibility Determination type of Guardian Failed to Respond to Annual Review

Note: In order for this option to be available on the Determination Type drop-down, the Subsidized Eligibility must first be suspended by a weekly overnight process with a determination of ‘Annual Review Not Returned’.

The Guardian Failed to Respond to Annual Review Eligibility Determination type allows for a county to terminate an agreement at a date of their choosing.

1. Click the Subsidized Guardiananship Eligibility hyperlink from the case outliner to open the child’s Subsdized Guardianship Eligibility page.



- On the Subsidized Guardianship Eligibility page, verify the most recent Eligibility Status type is Annual Review Not Returned. Click Insert.

Subsidized Guardianship Eligibility - Windows Internet Explorer

eWiSACWIS UAT TM Print Spell Check ABC Help ?

Child Information
 Child Name: [Bird, Red \(664022\)](#) DOB: 01/26/1997 Age: 17

Eligibility History | **Notices and Decisions Template History**

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
12/20/2005	Initial	Eligible			View
04/02/2013	Annual Review	Continue Payment			View
12/01/2013	Annual Review Not Returned	Suspend Payment			

[Insert](#)

☐ View Not Approved/Made in Error [Save](#) [Close](#)

100%

- On the Subsidized Guardianship Eligibility Determination page, select Guardian Failed to Respond to Annual Review for the Type of Determination. The Effective Date will default to the date of entry. Enter a date for the Terminate as of. This cannot be a future date.

Subsidized Guardianship Eligibility Determination -- Webpage Dialog

eWiSACWIS UAT TM Print Spell Check ABC Help ?

Child Information
 Child Name: [Bird, Red \(664022\)](#) DOB: 01/26/1997 Age: 17

Type of Determination: [Guardian Failed to Respond to Annual Review](#) Effective Date: [02/27/2014](#) Eligibility Status: Terminate as of [00/00/0000](#)

Guardian Failed to Respond to Annual Review
 Describe efforts to contact the guardian:

[More...](#) [Less...](#) [Default](#)

4. Enter any desired text into the 'Describe efforts to contact the guardian' narrative box. When finished click Save and send for supervisory approval. Click Close to return to the Subsidized Guardianship Eligibility Screen.

Subsidized Guardianship Eligibility Determination -- Webpage Dialog

eWiSACWIS UAT TM

Child Information

Child Name: [Bird, Red \(664022\)](#) DOB: 01/26/1997 Age: 17

Type of Determination: Guardian Failed to Respond to Annual Revi Effective Date: 02/27/2014 Eligibility Status: Terminate as of 02/27/2014

Guardian Failed to Respond to Annual Review

Describe efforts to contact the guardian:

Optional entry here...

[More...](#) [Less...](#) [Default](#)

Options:

Save Close

5. The Guardian Failed to Respond to Annual Review will display for Type, with the Eligibility status as Terminate. Click Close.

Subsidized Guardianship Eligibility - Windows Internet Explorer

eWISACWIS UAT TM Print Spell Check Help

Child Information
Child Name: [Bird, Red \(664022\)](#) DOB: 01/26/1997 Age: 17

Eligibility History **Notices and Decisions Template History**

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
12/20/2005	Initial	Eligible			View
04/02/2013	Annual Review	Continue Payment			View
12/01/2013	Annual Review Not Returned	Suspend Payment			
02/27/2014	Guardian Failed to Respond to Annual Review	Terminate			View

☐ View Not Approved/Made in Error

[Save](#) [Close](#) [Insert](#)

100%

6. Weekly financial overnight processing identifies Subsidized Guardianships with an approved eligibility status of 'Terminate' and looks to the 'as of date.' If the 'as of date' has been reached, the Subsidized Guardianship Agreement and service will be closed.

Printing the Notice of Subsidized Guardianship Suspension or Termination

1. From the Notices and Decisions Template History tab, click the document hyperlink to open the template.

Subsidized Guardianship Eligibility - Windows Internet Explorer

eWiSACWIS UAT

Child Information

Child Name: Bird_Kid (9543083) DOB: 04/07/2008 Age: 5

Eligibility History Notices and Decisions Template History

SG Eligibility Notices and Decisions Template History

Document Name	Created	Decision	Printed	Not Printed
Notice of Subsidized Guardianship Suspension or Termination	02/25/2014	n/a	00/00/0000	

Opens selected Document

2. The template prefills guardian, child, and termination information. Print the template and click Close & Return to eWiSACWIS to return to the Subsidized Guardianship Eligibility page.

15897696.0.rtf [Read-Only] [Compatibility Mode] - Microsoft Word

File eWiSACWIS

Print Cut Copy Paste Zoom Spell Check Copy From Bookmarks Close and Return to eWiSACWIS

Notification of Subsidized Guardianship Suspension or Termination

Use of form: This form is used to notify guardians of their child's suspension or termination of payments. Personally identifiable information on this form is used to verify the information necessary for providing benefits and will be used only for this purpose.

Provide Guardian's Names and Address Below:

SUBGUARDIAN, SUSIE
123 ROBIN EGG ST
ASHLAND WI 12345

Today's Date: 02/25/2014

Child Information

Name: Bird_Kid
Birthdate: 04/07/2008
18th Birthdate: 04/07/2026
Case ID Number: 8343044

This notice is to inform you that the subsidized guardianship agreement and monthly payment has been ☐ suspended ☒ terminated effective 02/17/2014 due to one or more of the following reason(s):

- ☐ The terms of the agreement have been reached, the child is now an adult.
- ☐ The guardian has requested a termination of the subsidized guardianship agreement.
- ☒ The guardianship is vacated.
- ☐ The child has turned 19 and/or the child is no longer a full-time student in a high school or an equivalent educational program and the child is not expected to graduate by his / her 19th birthday.
- ☐ Cessation of legal responsibility of the guardian for the child.

Page: 1 of 1 Words: 394 100%

3. On the Notices and Decisions Template History tab, the Date Printed will default to today's date. Verify the date and click Save. Saving the printed template will delete the associated tickler.

The screenshot shows a web browser window titled "Subsidized Guardianship Eligibility - Windows Internet Explorer". The page header includes the "eWiSACWIS UAT" logo and navigation links for TM, Print, Spell Check, and Help. The main content area is divided into two tabs: "Eligibility History" and "Notices and Decisions Template History", with the latter being the active tab. Below the tabs, there is a section titled "SG Eligibility Notices and Decisions Template History" containing a table with the following data:

Document Name	Created	Decision	Printed	Not Printed
Notice of Subsidized Guardianship Suspension or Termination	02/20/2014	n/a	02/25/2014	

Below the table, there is an "Insert" button. At the bottom of the page, there is a checkbox labeled "View Not Approved/Made in Error" and two buttons: "Save" and "Close". The browser's status bar at the bottom right shows "100%" zoom.

4. Weekly financial overnight processing identifies Subsidized Guardianships with an approved eligibility status of 'Terminate' and looks to the 'as of date.' If the 'as of date' has been reached, the Subsidized Guardianship Agreement and service will be closed.

Note: If an Eligibility Status of 'Terminate' was entered in error, and weekly financial processing has **NOT** occurred, the determination can be 'Made in Error' and, if applicable, a new eligibility status entered.

Note: If an Eligibility Status of 'Terminate' was entered in error, and weekly financial processing **HAS** occurred, see the Reopening a Subsidized Guardianship Agreement Ended in Error quick reference guide.

Making a Subsidized Eligibility Determination as Made in Error

Note: This section addresses when an Eligibility Status was entered in error, and, if the determination affects payment, that the weekly financial processing has **NOT** occurred.

Note: If an Eligibility Status of ‘Terminate’ was entered in error and weekly financial processing **HAS** occurred, see the Reopening a Subsidized Guardianship Agreement Ended in Error quick reference guide.

1. To make the SG Eligibility as ‘Made in Error’ click the child’s Subsidized Guardianship Eligibility hyperlink from the outliner.



Note: The only Eligibility Statuses that cannot be ‘Made in Error’ are: Annual Review Not Returned and Made in Error.

2. On the Subsidized Guardianship Eligibility, click [View](#) on the Eligibility Status line to make in error. This should be the most recent status. This opens the Subsidized Guardianship Eligibility Determination page.

Subsidized Guardianship Eligibility - Windows Internet Explorer

eWiSACWIS UAT TM Print Spell Check Help

Child Information

Child Name: [Bird, Humming B. \(8622968\)](#) DOB: 08/16/2000 Age: 13

Eligibility History **Notices and Decisions Template History**

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
09/12/2011	Initial	Eligible			View
02/03/2014	Annual Review	Terminate			View

[Click to View](#)

☐ View Not Approved/Made in Error

[Insert](#) [Save](#) [Close](#)

100%

- On the Subsidized Guardianship Eligibility Determination page, select 'Made in Error' from the Options drop-down and click Go. Click Close to return to the Subsidized Eligibility Determination page.

Subsidized Guardianship Eligibility Determination -- Webpage Dialog

eWiSACWIS UAT TM Print Spell Check Help

Child Information

Child Name: Bird, Humming B. (8622968) DOB: 08/16/2000 Age: 13

Type of Determination: Annual Review Effective Date: 02/03/2014 Eligibility Status: Terminate as of 11/30/2013

Annual Review

Question 1:
☒ Yes ☐ No Has the family's address changed? If yes, indicate the date of the change. Date: 11/05/2013

Question 2:
☐ Yes ☒ No Has there been a change in the child's guardian? If yes, indicate the date of the change.

Question 3:
☒ Yes ☐ No Has the guardian stopped supporting the child or has legal responsibility for the child ended? If yes, indicate the date of the change. Date: 11/20/2013
 The child is: ☐ Deceased ☐ Married ☐ Entered the Military ☒ No longer living with you

Question 4:
☒ Yes ☐ No Has the child graduated, completed, or dropped out from a full-time K-12 educational program or its equivalent? If yes, indicate the date of the change. Date: 11/21/2013
 Has the child: ☐ Graduated ☐ Completed high school equivalent program ☒ Dropped out

Question 5:
☐ Yes ☒ No Has the child been removed from the care of the guardian(s) and placed into out-of-home care? If yes, indicate the date of the change.

Question 6:
☐ Yes ☒ No Has there been a change in health insurance benefits? If yes, indicate the date of the change.

Question 7:
☐ Yes ☒ No Has the guardian submitted a written request to terminate the Subsidized Guardianship Agreement?

Options: Made in Error **Go** **Save** **Close**

Actions:
 Made in Error
 Approval

Note: When making a determination in error which is not 'Terminate,' the following message will display. Click Yes to continue, No to return the Subsidized Eligibility determination.

eWiSACWIS -- Webpage Dialog

This action will set this subsidized guardianship eligibility determination record to 'made in error'. The child-specific rate will be set to \$0.00. A new subsidized guardianship eligibility determination may need to be created to update the child specific rate on the SG service. Are you sure you want to continue?

Yes **No**

4. The Eligibility Status has been changed to Made in Error.

Subsidized Guardianship Eligibility - Windows Internet Explorer

eWiSACWIS UAT TM Print Spell Check Help

Child Information
Child Name: [Bird, Humming B. \(8622968\)](#) DOB: 08/16/2000 Age: 13

Eligibility History | **Notices and Decisions Template History**

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
09/12/2011	Initial	Eligible			View
02/03/2014	Annual Review	Made In Error			View

☒ View Not Approved/Made in Error

[Insert](#) [Save](#) [Close](#)

100%

Note: To view the status that was Made in Error, select the View Not Approved/Made in Error checkbox.

Other Subsidized Guardianship Notices and Decisions

Several notices and related ticklers are generated for children based on the date of birth, education status, and other eligibility factors.

- Tickler: **Subsidized Guardianship Termination of SG at Age 18**- Identifies children with an open SG Service that are expected to turn 18 in 130 days. Reminds the primary worker to send:
 - Document: **Advance Notice of Termination of Subsidized Guardianship at Age 18** – This notice is used to collect high school information for the purpose of determining continued eligibility for Subsidized Guardianship after a child turns 18 years of age.
 - Document: **Notice of Decision on Subsidized Guardianship Eligibility Status After 18** - Identifies children that are expected to turn 18 in 60 days by selecting the notice via the AA/SG Eligibility Notices and Decisions Utility. This form is used to notify guardians of their child's eligibility for Subsidized Guardianship after the child turns 18 years of age.
- Tickler: **Subsidized Guardianship Termination of SG at Age 19** - Identifies children with an open SG service that are expected to turn 19 in 130 days and where the Anticipated High School Graduation date is blank or greater than the 19th birthday. Reminds the primary worker to send:
 - Document: **Request for Continuation of Subsidized Guardianship for a Child Over Age 19** – This notice is used to collect information for the purpose of determining continued eligibility for Subsidized Guardianship after a child turns 19 years of age.

Note: Documents can be printed via the AA/SG Eligibility Notices and Decisions on the Utilities menu, however most can also be generated and printed from the Notices and Decisions Template History tab of the child's Subsidized Guardianship Eligibility.

Documenting Determination Types for a Child Over 18 & a Child Over 19

1. To document a determination for a Child Over 18 or Child Over 19, access the Subsidized Guardianship Eligibility page by clicking the child's Subsidized Guardianship Eligibility hyperlink from the outliner.

 [Bird, Blue \(8219541 \)](#) [Actions](#)

Subsidized Guardianship 12/01/2008 Epple, Lisa Milwaukee-Region 3 123 Robin Egg St , Milwaukee, WI 12345

 Administration

 Adoption

 Agreements and Notices

 [Images \(1\)](#)

 [Subsidized Guardianship Agreement - \\$733.00](#)
12/01/2008 Bird, Blue

 [Refri to OHC Child Characteristics/Needs](#)
08/06/2009 Bird, Blue

 [Refri to OHC Child Characteristics/Needs](#)
08/06/2009 Bird, Blue

 Assets and Income

 Assignment

 Eligibility

 [Adoption Funding Determination 08/06/2009 Bird, Blue State](#)


 [Medicaid Eligibility Determination 04/28/2009 Bird, Blue Approved](#)

 [Subsidized Guardianship Eligibility 12/01/2008 Bird, Blue Eligible](#)

 [Title IV-E Eligibility Determination 07/02/2004 Bird, Blue](#)

 [Title IV-E Eligibility Determination 06/18/1999 Bird, Blue](#)

 [Trust Account-General Bird, Blue Milwaukee](#)

 Related People

 Services

Open Services

 [Service - Subsidized Guardianship](#)

2. Click Insert on the Eligibility History tab to open a new Subsidized Guardianship Eligibility Determination page.

Subsidized Guardianship Eligibility - Windows Internet Explorer

eWiSACWIS UAT

TM Print Spell Check Help

Child Information

Child Name: [Bird, Blue \(678929\)](#) DOB: 12/28/1995 Age: 18

Eligibility History **Notices and Decisions Template History**

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
12/01/2008	Initial	Eligible			View

☐ View Not Approved/Made in Error

Insert **Save** **Close**

100%

3. Select the Child Over 18 or Child Over 19 for the Type of Determination drop-down. Enter a date in the Effective Date field.

Subsidized Guardianship Eligibility Determination -- Webpage Dialog

eWiSACWIS UAT TM Print Spell Check Help ?

Child Information
Child Name: [Bird, Blue \(678929\)](#) DOB: 12/28/1995 Age: 18

Type of Determination: **Child Over 18** Effective Date: **02/26/2014** Eligibility Status: Pending

High School Information
High School Name:
Anticipated high school graduation date:
Date first High School Information form signed:
Date last High School Information form signed:

Eligibility After Age 18
Question 1:
☐ Yes ☐ No Will your child be in a full-time high school/GED program after age 18?
Question 2:
☐ Yes ☐ No Will you be supporting your child after age 18?
Question 3:
☐ Yes ☐ No Is your child married? Date of marriage:
Question 4:
☐ Yes ☐ No Has your child entered the military? Date of military enlistment:

Appeals Override Determination

Options:

4. Enter applicable High School Information and make the appropriate Yes or No selections. When answering Yes, some questions will require a date be entered. Also, depending on the question you may be prompted to enter additional information.
5. Once all of the questions have been answered, click Save. You may be prompted to enter the Anticipated High School Graduation Date if no date has been entered. Click the Child Name hyperlink on the Subsidized Guardianship Eligibility Determination page to update the date in Person Management.

Validation Errors -- Webpage Dialog

You must correct the following errors before proceeding:

- An Anticipated Graduation Date should be after the child's 18th birthday. Please correct the Anticipated High School Graduation Date on the Education tab of the child's Person Management page.

6. The Eligibility Status will be updated to 'Continue Payment', or 'Terminate.' Click Save.

Subsidized Guardianship Eligibility Determination -- Webpage Dialog

Child Information

Child Name: [Bird, Blue \(678929\)](#) DOB: 12/28/1995 Age: 18

Type of Determination: **Child Over 18** Effective Date: **02/26/2014** Eligibility Status: Continue Payment

High School Information

High School Name:

Anticipated high school graduation date:

Date first High School Information form signed:

Date last High School Information form signed:

Eligibility After Age 18

Question 1:
☒ Yes ☐ No Will your child be in a full-time high school/GED program after age 18?

Question 2:
☒ Yes ☐ No Will you be supporting your child after age 18?

Question 3:
☐ Yes ☒ No Is your child married? Date of marriage:

Question 4:
☐ Yes ☒ No Has your child entered the military? Date of military enlistment:

[Appeals Override Determination](#)

Options:

Note: If the Eligibility Status is 'Terminate' see the Subsidized Guardianship Termination section of this guide for more information.

7. Once completed, send the determination record for approval. Select 'Approval' from the Options drop-down and click Go. On the Approval History page, select the Approve radio button and click Continue. You are returned to the Subsidized Guardianship Eligibility Determination page. Click Save to send the determination for approval to your supervisor.

- Click Close to return to the Subsidized Guardianship Eligibility page.

Subsidized Guardianship Eligibility - Windows Internet Explorer

eWiSACWIS UAT TM Print Spell Check Help

Child Information

Child Name: [Bird, Blue \(678929\)](#) DOB: 12/28/1995 Age: 18

Eligibility History Notices and Decisions Template History

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
12/01/2008	Initial	Eligible			View
02/26/2014	Child Over 18	Continue Payment			View

☐ View Not Approved/Made in Error

[Save](#) [Close](#) [Insert](#)

100%

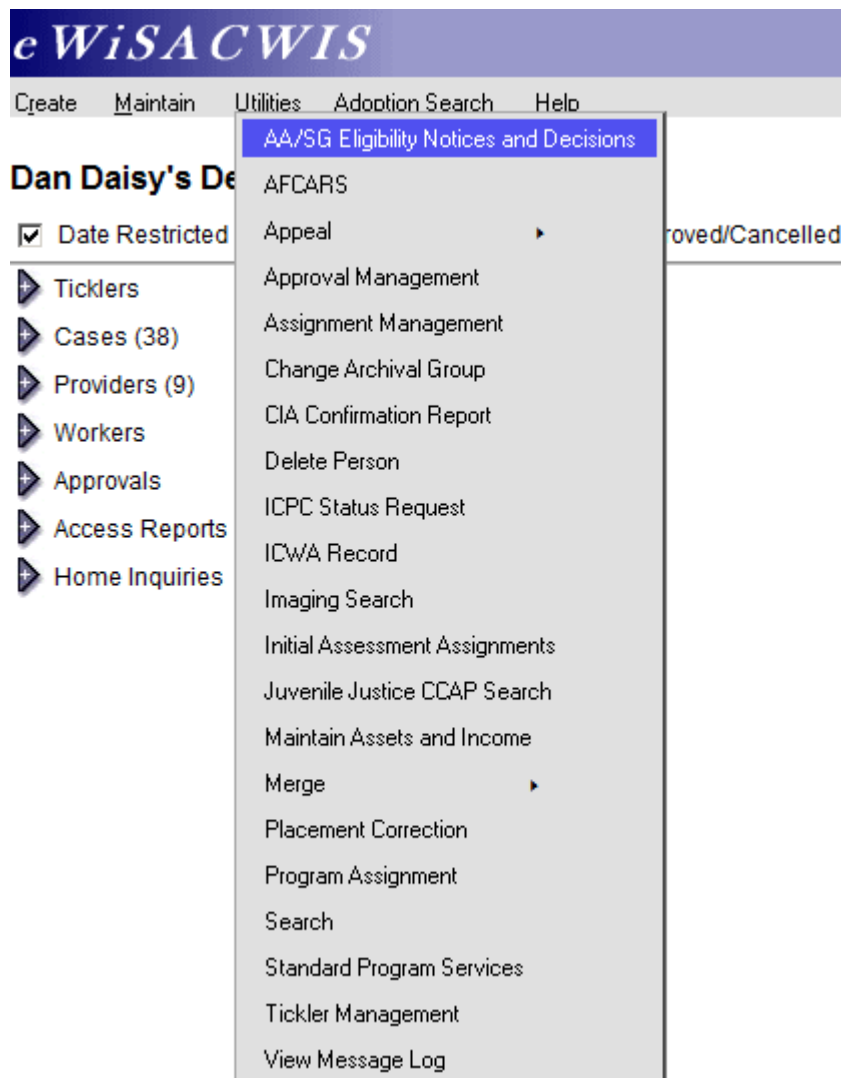
- Click Close to return to the desktop.

Printing from the AA/SG Eligibility Notices and Decisions Utility

Note: No assignment to the case is needed to print from the utility.

Note: Only cases for the worker's assigned county are displayed.

1. The AA/SG Eligibility Notices and Decisions utility is a way to print both single and multiple notices.



- On the AA/SG Eligibility and Notices and Decisions page, select the Document Name to print.

Document Name: Notice of Decision on Subsidized Guardianship Eligibility Status After 18

County: State

Create Template

☐ Select All

Case ID	Decision	
9222484	Stop 18	Delete
9222483	Stop 18	Delete
9222640	Stop 18	Delete

- Once selected, the utility will list the cases where the notice is due to be sent to the guardian. You can 'Select All' or choose specific cases to print. Click the Print to open the selected template(s).

Document Name: Notice of Decision on Subsidized Guardianship Eligibility Status After 18

County: State

Create Template

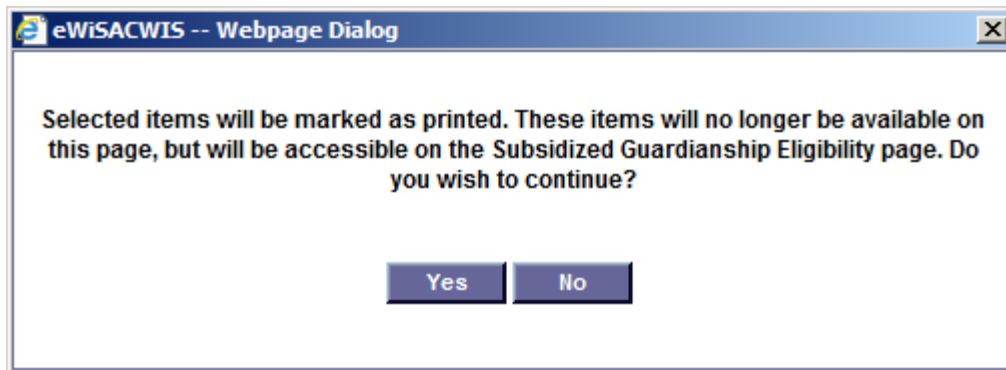
☒ Select All

Payee Name	Child Name	Turns 18	Graduation Date	Case ID	Decision	
Private Provider	SG, Daughter	07/05/2011		9222484	Stop 18	Delete
Private Provider	SG, Son	07/05/2011		9222483	Stop 18	Delete
Blue, Jay	Test, Child	03/07/2011		9222640	Stop 18	Delete

Print Save Close

Note: If the notice should not be sent, click the Delete hyperlink next to the associated notice. Click Yes to the pop-up to permanently remove the notice. This will remove the notice from the list and no copy will be saved.

4. The selected templates will open as a group. Select Print & Close and Return to eWiSACWIS. You will be returned to the AA/SG Eligibility and Notices page.
5. Click Save. You will receive the following message:



6. Click 'Yes' to continue. The selected notices are now removed from the list. Related ticklers will also be deleted on the primary worker's desktop.
7. The printed document is available under the Notices and Decisions Template History on the SG Eligibility Determination page.

Child Information

Child Name: [Test_Child \(9226763\)](#) DOB: 03/07/2013 Age: 0

Eligibility History **Notices and Decisions Template History**

SG Eligibility Notices and Decisions Template History

Document Name	Created	Decision	Printed	Not Printed
Advance Notice of Termination of Subsidized Guardianship at Age 18	06/12/2012	n/a		
Notice of Decision on Subsidized Guardianship Eligibility Status After 18	06/12/2012	Stop 18	02/26/2014	

☐ View Not Approved/Made in Error

[Insert](#) [Save](#) [Close](#)

Subsidized Guardianship Agreement Amendments

A child may be eligible for an Amendment as early as 12 months after the SG Agreement date.

See the Subsidized Guardianship Amended Agreement quick reference guide for more information.